

## Program Overview

Completed by [info@thistleandnest.org](mailto:info@thistleandnest.org) on 11/3/2023 3:50 PM

Case Id: 30230

Name: Thistle & Nest DPA - 2024

Address: 580 SE Craven Road, Bend, OR 97702

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### Program Overview

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# CITY OF BEND

CITY OF BEND  
AFFORDABLE HOUSING DEVELOPMENT APPLICATION

**City of Bend**  
710 NW Wall St.  
Bend, Oregon 97703  
(541)323-8550  
[housing@bendoregon.gov](mailto:housing@bendoregon.gov)

This section provides general information regarding the Community Development Block Grant Fund (CDBG) and Affordable Housing Fund (AHF) programs and the types of activities that are eligible for funding. For more detailed information on the CDBG and AHF programs and eligible activities, please contact the City's Affordable Housing Program at [housing@bendoregon.gov](mailto:housing@bendoregon.gov), or (541) 323-8550, or P.O. Box 431, 710 NW Wall Street, Bend, OR 97709 or visit the HUD website at [www.hud.gov](http://www.hud.gov).

### Objectives

Funding from these sources shall only be spent for affordable housing programs and projects evaluated pursuant to the priorities established through the City of Bend Consolidated Plan and administration of the affordable housing programs and projects. Any loan proceeds from this source shall be returned to the fund.

### Eligible Proposals

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All funding from these sources must be targeted as housing opportunities for households at or below 100% of Area Median Income (AMI) for AHF funds, and at or below 80% for CDBG funds.

### **CDBG Proposals**

Community Development Block Grant (CDBG) is authorized under Title 1 of the federal Housing and Community Development Act of 1974, as amended. The primary objective of the CDBG Program is the development of viable urban communities through:

- The provision of decent housing,
- The provision of a suitable living environment, and
- The expansion of economic opportunities.

The Community Development Block Grant Program is administered at the federal level by the Department of Housing and Urban Development (HUD).

### **National Objectives**

Federal regulations specify that all activities undertaken using CDBG funding must meet at least one of the following national objectives:

- Benefit to low- and moderate-income persons,
- Aid in the prevention or elimination of slums or blight, or
- Meet a need having a particular urgency.

HUD considers persons below 80% AMI low-income and persons at 80% AMI moderate-income. The three national objectives are summarized below:

#### **1. Benefit to Low- and Moderate-Income Persons**

Under this objective, CDBG-assisted activities must primarily benefit low- and moderate-income persons. The income thresholds for meeting the low- and moderate-income requirement are determined by HUD. Projects funded with CDBG dollars must either:

- benefit all of the residents of a particular area, where at least 51% of the residents are low- and moderate-income,
- benefit specific populations (e.g., homeless persons, elderly persons, or persons living with HIV/AIDS), as long as 51% of those served are low- or moderate-income,
- provide or improve permanent residential structures for low- and moderate-income persons, or
- create or retain permanent jobs, at least 51% of which will be made available to or held by low- and moderate-income persons.

#### **2. Elimination of Slum and Blight**

Under this objective, CDBG-assisted activities must help to prevent or eliminate slums and blighted conditions. These activities must either:

- prevent or eliminate slums or blight in a designated area in which slums or blighted or deteriorating conditions exist,
- prevent or eliminate slums or blight on a spot basis in an area not located in a slum or blighted area, in cases where a specific condition is detrimental to public health and safety, or
- be in an urban renewal area.

#### **3. Urgent Need**

The Urgent Need category is designed only for activities that alleviate emergency conditions of recent origin that pose a serious and immediate threat to the health or welfare of the community, and for which no other sources of funding are available. An example of an eligible project under this category would be a major flood that causes serious

damage to buildings and infrastructure, thereby threatening the safety of occupants or nearby residents.

### Basic CDBG Eligible Activities

In order to meet local needs within the national objectives, the CDBG Program provides a great deal of flexibility in the eligible uses of CDBG funds. According to federal CDBG regulations outlined in 24 CFR 570, the basic eligible activities include a variety of uses.

### Eligible Activities Under AHF

The AHF funds can support eligible activities to include a variety of uses such as homeownership activities, rental housing activities and special needs housing including, but not limited to:

- Acquisition of real property by purchase
- Construction, reconstruction, and rehabilitation of housing
- Direct homeownership assistance to low- or moderate-income households
- Construction and permanent financing of both rental and homeownership projects
- Rehabilitation and Preservation - rehabilitation of privately owned buildings or low-income public housing

### Ineligible Activities

In general, activities that are not specifically identified as eligible are considered to be ineligible. The following activities are specifically identified as activities that are not eligible for the CDBG and AHF funds. Please contact the City's Affordable Housing Manager or Coordinator for more information on ineligible activities.

- Acquisition, construction, or reconstruction of buildings for the general conduct of government
- General government expenses
- Political activities
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties
- Operating and maintenance expenses
- Income payments

### Eligible Applicants

AHF applications will be accepted from property owners, private sector for-profit developers, certified Community Housing Development Organizations (CHDO's), government housing providers and qualified 501(c)(3) organizations. Only CHDO's, government housing providers and qualified 501(c)(3) organizations may apply for CDBG funds. Any such organizations currently under investigation regarding previously awarded federal, state, or local government funding are ineligible for assistance from the City of Bend's Affordable Housing Program.

### Income Limits

Initial tenants or homeowners of AHF assisted units must have an annual household income which does not exceed 100% of the area median income for the City of Bend (adjusted for family size) and initial homeowners and tenants of CDBG assisted units must have an annual household which does not exceed 80% of the area median income for the City of Bend (adjusted for family size).

<b>Persons Per Household</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
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<b>Area Median Income (AMI)</b>	\$66,640	\$76,160	\$85,680	\$95,200	\$102,816	\$110,432	\$118,048	\$125,664
<b>Moderate Income (80% AMI)</b>	\$53,350	\$60,950	\$68,550	\$76,150	\$82,250	\$88,350	\$94,450	\$100,550
<b>(60% AMI)</b>	\$40,020	\$45,720	\$51,420	\$57,150	\$61,740	\$66,300	\$70,860	\$75,420
<b>Low Income (50% AMI)</b>	\$33,350	\$38,100	\$42,850	\$47,600	\$51,450	\$55,250	\$59,050	\$62,850
<b>Extremely Low Income (30% AMI)</b>	\$20,000	\$22,850	\$25,700	\$28,550	\$30,850	\$33,150	\$35,450	\$37,700

**Rent Limits**

OHCS 2023 Rent Limits for HOME Projects. (Based on HUD's published Adjusted Home Income Limits)

Please note that the 60 percent limits have been calculated in accordance with current IRS guidelines to ensure consistency between the HOME Program and the Low Income Housing Tax Credit Program.

<b>Rent Limits</b>	<b>0 Bedrooms</b>	<b>1 Bedroom</b>	<b>2 Bedroom</b>	<b>3 Bedroom</b>	<b>4 Bedroom</b>	<b>5 Bedroom</b>
<b>Fair Market</b>	\$999	\$1184	\$1492	\$2120	\$2541	\$2922
<b>Low Rent Limit</b>	\$833	\$893	\$1071	\$1238	\$1381	\$1523
<b>High Rent Limit</b>	\$999	\$1141	\$1372	\$1576	\$1739	\$1900

**Please review the following documents regarding the City of Bend Affordable Housing Development Program:**

- [Affordable Housing Development Goals and Objectives](#)
- [Affordable Housing Development Evaluation of Criteria and Funding Priorities](#)
- [Affordable Housing Development Grant and Loan Policy](#)
- [Affordable Housing Development Rules and Requirements](#)
- [Affordable Housing Development Selection Process](#)
- [Other Information](#)

[504 Self-Evaluation Checklist](#)

I have downloaded and read the above documents.

## A. Applicant Information

Completed by info@thistleandnest.org on 11/3/2023 3:54 PM

**Case Id:** 30230

**Name:** Thistle & Nest DPA - 2024

**Address:** 580 SE Craven Road, Bend, OR 97702

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### A. Applicant Information

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Please provide the following information.

#### ORGANIZATION INFORMATION

**A.1. Organization Name**

Thistle & Nest

**A.2. Organization Address**

250 NW Franklin Ave. Bend, OR 97703

**A.3. Executive Director Full Name**

NA

**A.4. Executive Director Email Address**

info@thistleandnest.org

#### PROJECT INFORMATION

**A.5. Project Name**

**A.6. Project Location**

61646 Pettigrew Road Bend, OR 97702

#### CONTACT PERSON INFORMATION

**A.7. Contact Full Name**

Amy Warren

**A.8. Contact Title**

Board President

**A.9. Contact Address**

580 SE Craven Road Bend, OR 97702

**A.10. Contact Phone Number**

(541) 330-8758

**A.11. Contact Email Address**

info@thistleandnest.org

## B. Organization Information

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## B. Organization Information

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Please provide the following information about your organization:

### B.1. What is the organization's background, mission, and service history:

Thistle & Nest partners with developers and builders to address the challenge of affordable housing in a way that is permanent in nature. The nonprofit's mission is to provide services, support, purchase opportunities, and stewardship for buyers of affordable owner-occupied housing. Thistle & Nest was formed in March of 2023 as part of the triad develop-build-nonprofit partnership that is overseeing this project. This team has 130 funded homes in total and Thistle & Nest has partnered with another developer on a 30 home, fully-funded project. The nonprofit has a solid, time-tested and proven team of subcontracted organizations and will be hiring a program manager in 2024 to run many of the day-to-day operations that are currently performed by the board of directors.

For this project, Larry Kine oversees land acquisition, horizontal development, and private funding procurement for the partnership. Amy Warren oversees vertical development, subsidy funding procurement, and the affordable housing program. More details about the partners' experience and service history can be found in subsequent responses.

Thistle & Nest's vision is to make a significant impact on Oregon's affordable housing shortage, as well as to provide the opportunity to gain personal equity and stability, by assisting low- and moderate-income buyer-ready households attain the dream of homeownership. In partnership with other organizations, the nonprofit plans to provide 1000 affordable homes in Central Oregon in the upcoming ten years.

### B.2. Provide a brief description of the organization's financial stability as it pertains to the organization's capacity to successfully complete the project, including a brief financial history and primary funding sources. The City may request copies of the organization's financial audit or review for the last two years.

Thistle & Nest is backed by multiple private lenders. This allows for land acquisitions, pre-development, and often infrastructure to progress prior to receiving funds from our primary subsidy source - LIFT funding from Oregon Housing and Community Services. Thistle & Nest has received funding commitments of approximately \$25 million from LIFT to date, and has been able to utilize over 7 million of that already. While Thistle & Nest's balance sheet is modest - LIFT funds are accounted for as long-term liabilities and our current overhead is quite low - the first phase of home sales will provide funding to support capacity building.

Thistle & Nest is applying for down payment assistance for phase 1 and 2 in Woodhaven Estates. Both phases are fully funded with the exception of solar, which will only be installed if/when funding is secured. Sources include LIFT, SDC waivers, and private construction lending.

Thistle & Nest was founded in March of 2023 and therefore does not have a tax return or audit. Year to date finance reports are available upon request.

### B.3. Key Personnel Assigned to Project:

Name	Job Title	Qualifications	FTE Hours
Amy Warren	Thistle & Nest Board President, Hive Owner	Vertical development, affordable homeownership program administration,	15

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		subsidy management	
Stephany Hermeling	Homeownership Program Outreach Coordinator	Marketing, outreach, fluent in Spanish	20
Larry Kine	Thistle & Nest Board Treasurer	Land development, fiscal oversight	5
			40



## C. Project Description

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### C. Project Description

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Please provide a brief description of the following:

**C.1. Amount Requested:**

\$750,000.00

**C.2. In one or two sentences, describe what the requested funds will be used for.**

The funds will be used for down payment assistance.

**C.3. Total number of units to be developed:**

30

**C.4. Number of accessible units:**

0

**C.5. Number of Affordable Units:**

30

**C.6. Number of market rate units:**

0

**C.7. Describe the need or problem your project will address.**

The project addresses the need for affordable (under 80% AMI), owner-occupied housing for low- and moderate-income households. Bend (Oregon) has a significant housing shortage. This project includes the first 30 of 133 units in total to be developed in Woodhaven Estates. These homes will allow local low- and moderate-income households the opportunity to both obtain stable housing, and to build equity.

The project also addresses the need for equitable opportunities for minorities, women, and those experiencing generational poverty. These opportunities are for housing and are also for the nonprofit's employees and subcontractors.

**C.8. Describe how your project will address the identified need or problem, including project background, project objectives, services to be provided by the project, the populations or areas to be served, and how the Affordable Housing Development assistance will be used.**

Thistle & Nest is applying for down payment assistance for this project - Phase 1 and 2 of Woodhaven Estates. This project will address the need for affordable (under 80% AMI), owner-occupied housing for low- and moderate-income households by providing 30 additional housing units in Bend, Oregon.

This project came to fruition through a partnership with a local developer and builder. The partners contributed the land option, as well as funding procurement of both subsidy and private funding. Thistle & Nest has received subsidy funding from Oregon Housing and Community Services to build the first 87 affordable homes (phases 1-4) in the Woodhaven Estates development. The partnership also has site control for phases 5-7, which will accommodate an additional 57

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homes.

The objectives of this project are to: 1) provide ownership opportunities that are permanent in nature, 2) to build energy efficient homes that reduce the household's energy bill, 3) to create more job opportunities for our local workforce, 4) to build in an efficient, innovative, and replicable manner, and 5) that our program serves historically underserved populations at a rate that is greater than their representation in the Bend area – this particular objective goal is for our housing programs, employment, and subcontracts.

Services provided by this project include pre-purchase support, ownership opportunities, and post-purchase stewardship. The project will serve the Central Oregon area with down payment assistance for homes within the Bend, OR urban growth boundary.

**C.9. Describe how your project will address the identified need or problem in a way or to a degree not already being achieved in the community. Please identify any other similar programs or projects and how your project will add to or improve upon existing services.**

Thistle & Nest addresses the need for affordable owner-occupied housing through nonprofit-for profit partnerships. This allows the organization to address the need in a timely and financially efficient manner, and on a greater scale. As testament to this, the nonprofit was awarded 50% of Oregon Housing and Community Service's 2023 available LIFT funds (~\$23-Million) for homes in Central Oregon, has 160 funded homes in the pipeline, and land secured for 424 homes. The nonprofit's partnerships allow for the organization to apply for funding with secured land and otherwise fully-funded projects on an efficient and expedited timeline. It is the goal of Thistle & Nest to utilize its partnerships to provide a minimum of 1000 affordable homes in Central Oregon over the upcoming ten years.

Other affordable homeownership programs in the Bend area include First Story, Habitat for Humanity Chapters, and Rooted Homes (formerly Kor Community Land Trust). Thistle & Nest partners with Bend-Redmond Habitat for Humanity on select projects.

**C.10. Describe the ways in which your project will have a long-term impact on the need or problem being addressed.**

Thistle & Nest uses the land trust model. The land lease has a 99-year renewable term, ensuring that the homes stewarded by the nonprofit are permanently affordable. The deed restriction on resale that is contained within the land lease allows for a modest gain for the homeowner. This gain, coupled with a monthly reduction of the principal loan amount, allows the homeowner to gain equity in addition to stable housing – something that is not possible with rental housing.

Additionally, Thistle & Nest's energy efficient building practices help insulate homeowners from rising energy costs over time. This energy security is another piece of the long-term impact the nonprofit will have on the need for affordable home costs.

**C.11. Describe your organization's plan for evaluating the progress of the project toward addressing the identified need or problem.**

Thistle & Nest will use the HomeKeeper CRM to track and evaluate the progress of the project and how it is addressing the need. The nonprofit will conduct annual internal evaluations to ensure compliance and will make adjustments as necessary. The HomeKeeper database will allow the nonprofit to track the income demographics of those in our homeownership program, including this project, over time. It will also track the percentage of households served that are representative of our priority populations – minorities, woman-led households, and those who have experienced generational poverty.

**C.12. Please indicate the time period that the project will remain affordable and how your organization plans to ensure that the project remains affordable for the specified time period:**

The project will remain affordable in perpetuity. It will remain affordable, as defined by HUD (under 80% AMI) for a minimum of 40 years, as required by our covenant with Oregon Housing and Community Services. After the 40-year

period, Thistle & Nest may elect to sell up to 25% of the homes as affordable, defined by the percent of AMI that is considered to include the “missing-middle” or “workforce” by the local government jurisdiction(s) at the time. The nonprofit will do this if the housing need for this demographic is significant, in full compliance with the IRS’s Safe Harbor Revenue Procedure 96-32.

**C.13. Describe your organization's collaborations with other agencies, including those that serve protected classes under the Fair Housing Act. Briefly explain your organization's history with these agencies, including any measurable outcomes in the last 12 months. What are your expected outcomes for this project?**

Thistle & Nest, as well as our nonprofit partners, comply with fair housing laws and serve protected classes under the Fair Housing Act. Thistle & Nest has partnership agreements with NeighborImpact, The Latino Community Association (LCA), Housing Works, and Bend-Redmond Habitat for Humanity. The partnership agreements were created in 2023 after Thistle & Nest was founded. As a young nonprofit, Thistle & Nest does not have measurable outcomes at this time that are related to homebuyers. In the past 6 months, Thistle & Nest has participated in four housing fairs with the below listed partners, one of which was held at LCA in Bend and was presented in Spanish only. These housing fairs resulted in outreach to well over a hundred low-income households.

- NeighborImpact – Thistle & Nest has an MOU with NeighborImpact. The partnership includes income verification, homebuyer education and counseling, financial workshops, downpayment matching, and outreach support.
- LCA – Thistle & Nest has an MOU with LCA to support outreach to the Latino Community and to assist with translation and interpretation on an as-needed basis.
- Housing Works – Thistle & Nest has an MOU with Housing Works to assist with outreach and connection to potential buyers with a Section 8 Housing Voucher, allowing the program to potentially benefit very-low-income households (as defined by HUD).
- Bend-Redmond Habitat for Humanity (BRHFH) – Thistle & Nest is partnering with BRHFH on a project that will serve 18-26 households upon initial sales. The two nonprofits also collaborate on best practices, outreach, policy, etc. to further the organizations’ mission and the common goal for additional owner-occupied housing in Central Oregon.
- Other – Thistle & Nest is in the process of forming a partnership with Heart of Oregon’s Youth Build program. The nonprofit also has multiple letters of intent to partner for future projects, including but not limited to, the Bean Foundation, OSU Cascades, Pollinator Pathways, and the Environmental Center.

Through these partnerships, buyers will be prepared for a home purchase. It is also expected that through the outreach facilitated by these partnerships, this project will serve priority populations at a percentage which is greater than their representation in the Bend area.

**C.14. If your project will include accessible units, please describe the planned design elements for accessibility, and reference industry design standards you plan to use. Describe how your organization will market the units.**

This project does not include accessible units. In order to achieve maximum density (more homes per acre of land), these townhome designs were unable to include a first-floor bedroom. Thistle & Nest recognizes this need and has incorporated it into some of the future projects.

## D. Property and Project Information

**Case Id:** 30230  
**Name:** Thistle & Nest DPA - 2024  
**Address:** 580 SE Craven Road, Bend, OR 97702

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### D. Property and Project Information

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Please provide the following information.

**D.1. Describe the proposed site Include information on any improvements (infrastructure, grading, etc.) and the existence of commercial or residential structures. If building(s) are occupied, include information on the type of occupants (including relationship to the seller or other entities) and the number of occupants. For vacant parcels, include information on any known critical habitats, wetlands, rivers/streams immediately on or adjacent to the property. For previously developed sites, include information on known historic significance (or construction 50 years or older) on OR adjacent to the property.**

The project site for this application includes two tax lots, a total of 2.28 acres, located at 61647 Daly Estates Dr., and 61646 Pettigrew Road in SE Bend, Oregon. Each taxlot will accommodate 19 townhome units, for a total of 38. Eight units have already been built and are being sold as affordable to households making between 80% and 125% of the area median income. The missing-middle homes are sold using the land trust model and the land is owned by Thistle & Nest, but they are not part of this project request. Of the 30 (under 80% AMI) homes that are part of this request, nine are currently under construction, 11 will start construction in late 2023, and another ten will be constructed in 2024. The land was purchased by Thistle & Nest build-ready, with infrastructure included, for all 30 affordable units. The project properties have a Phase I environmental report available upon request. A wetlands evaluation was conducted by the State of Oregon and is also available upon request. The properties are not adjacent to any waterways, no critical habitats were identified, and the recent past usage was residential. The property did not previously contain, nor is it adjacent to, any historical structures or landmarks.

**Please attach a map showing the project's location:**

**Map of Project Location**

Woodhaven Estates\_TaxMap.pdf

### D.2. Property Legal Description

Daly Estates Lot 11 block 1, tax lot 181203DD03400  
Replat of lot 14 block 1, Daly Estates lot 18 block 1, tax lot 181203DD02300

### D.3. Site Condition

Developed

### D.4. Property Owner

Thistle & Nest

### Upload supporting documentation

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**Property Legal Description**

*\*\*No files uploaded*

**D.5. Parcel Size (Acres)**

2.28

**D.6. Site Control Status**

Owned

**If Under Contract/Option to Purchase enter expiration date:**

**If Leased, enter expiration date:**

**Notes – additional information**

**ZONING AND SITE PLAN STATUS**

**D.7. Site zoning**

RM - residential multifamily

**D.8. Is the present zoning conforming?**

Yes

**D.9. Is the site plan for your project approved?**

Yes

**SERVICES TO SITE**

**Indicate if the following utilities and infrastructure are in place to service the project site.**

**D.10. Street access**

Yes

**D.11. Gas**

No

**Provide an expected completion date OR an explanation if not anticipated**

This community does not have gas - homes are electric only

**D.12. Electric**

Yes

**D.13. Water**

Yes

**D.14. Sanitary sewer**

Yes

**D.15. Storm sewer**

Yes

## E. Work Program

Completed by info@thistleandnest.org on 11/5/2023 10:42 AM

**Case Id:** 30230

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### E. Work Program

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Please provide the following information.

**E.1. Anticipated Start Date:**

05/15/2023

**E.2. Anticipated Completion Date:**

12/31/2024

**E.3. List of Task(s) Needed for Project**

Task	Start Date	End Date
Build 9 units on 61646 Pettigrew	05/15/2023	3/31/2023
Build 11 units on 61647 Daly Estates	11/27/2023	07/31/2024
Build 10 units on 61646 Pettigrew	04/30/2024	12/31/2024

**NOTE:** If funded, staff will work with you to set benchmarks for your project. Failure to meet these benchmarks could mean a reduction in funding during current or future years.

## F. Project Benefit

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### F. Project Benefit

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Please provide a brief description of the following:

**F.1. Estimate of the total number of persons to be served by the project.**

114

**F.2. Estimate of the total number of low-income persons to be served by the project.**

90

**F.3. Estimate of the total number of moderate-income persons to be served by the project.**

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## G. Financial Information

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### G. Financial Information

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Please also provide the following financial information:

**G.1. Provide a detailed line-item budget describing the total project cost and operating income and expenses, including consideration of inflationary factors, maintenance costs, potential relocation costs, and increased insurance costs associated with the project.**

**Budget Form \*Required**

Woodhaven budget\_phase 1-2.pdf

**G.2. Describe the assumptions used to determine the total project cost and the operating budget, including the sources consulted and how costs were determined.**

The cost of building is estimated using the final building costs of the eight identical market units completed in 2023 .

**G.3. Provide a brief description of your organization's plan for funding the project after the first year, if applicable.**

Not applicable - this request is for down payment assistance. The construction portion of this project is fully funded.

**G.4. Explain your organization's ability to proceed with the project without your requested Affordable Housing Development assistance, or with an award less than your requested amount.**

If we receive a lower award, housing recipients on our waitlist will not be able to purchase a home at this time. We will need to find buyers with a higher income (larger household size) to purchase the home.

**G.5. For construction projects, please provide a detailed pro forma**

**Detailed Pro Forma**

Woodhaven budget\_phase 1-2.pdf

**G.6. For homeownership projects, please provide potential or confirmed mortgage lenders that will be able to access financing for purchase of proposed housing units. Please provide evidence information of potential mortgage financing for the homebuyer. Evidence being lender information, loan program/s, financial structure (i.e. down payment/terms).**

Two loan programs are currently available for land trust homes using LIFT funding - Oregon Bond and Umpqua Neighbors. We anticipate that our buyers will also be able to utilize Fannie Mae loans by the time our homes sell. Lenders we have identified that administer these loans include, but are not limited to, Umpqua Bank, Banner Bank, Loan Depot, and Guild Mortgage.

**G.7. Please provide any interest rate or loan terms that vary from the [City of Bend Policy on Grants and Loans](#) and**

would be necessary for the implementation of the proposal. All proposals will have loan terms applied.  
Not applicable - this request is for down payment assistance.

**G.8. CDBG Funds Requested:**

\$0.00

**G.9. AHF Funds Requested:**

\$750,000.00

**G.10. Leveraged Funds:**

\$4,548,860.00

## H. Budget

Case Id: 30230

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Address: 580 SE Craven Road, Bend, OR 97702

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### H. Budget

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Please provide the following information.

#### H.1. Project Budget

Project Activities	CDBG Funds Requests	AHF Funds Requested	CET Funds Requested	Other Public Funds	Private Funds	Activity Total
Down payment assistance	\$0.00	\$750,000.00	\$0.00	\$0.00	\$0.00	\$750,000.00
Land acquisition	\$0.00	\$0.00	\$0.00	\$3,769,486.00	\$0.00	\$3,769,486.00
Building	\$0.00	\$0.00	\$0.00	\$285,514.00	\$7,433,572.00	\$7,719,086.00
Project Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$756,056.00	\$756,056.00
<b>TOTAL</b>	\$0.00	\$750,000.00	\$0.00			\$12,994,628.00

#### H.2. Other Public Funds

Source	Use of Funds	Amount of Funding	Funding Status
OHCS LIFT	Land acquisition, building	\$4,055,000.00	Secured
SDC Waiver	SDC fees	\$493,860.00	Committed
<b>TOTAL</b>		\$4,548,860.00	

#### H.3. Private Funds

Source	Use of Funds	Amount of Funding	Funding Status
Multiple	Solar PV	\$540.00	Applied For
Private lender	Building, project administration	\$4,000,000.00	Secured
<b>TOTAL</b>		\$4,000,540.00	

#### H.4. Funding Documentation



##### Funding Documentation - Letters of funding commitment from sources

SDC Exemption letter - 61647 Daly Estates- 2-15-23.pdf

61646 Pettigrew\_Parks Waiver approval letter REISSUE.pdf

Reservation Letter\_NOFA 2022-3\_Thistle-Nest.pdf

Thistle-Nest Award Increase Letter 10-10-23.pdf

Woodhaven 2 Award Letter 2023.pdf

Kine letter of funding commitment\_NOFA 2022-3\_WCH2.pdf

# I. Project Feasibility and Readiness

Completed by info@thistleandnest.org on 11/21/2023 7:44 AM

Case Id: 30230

Name: Thistle & Nest DPA - 2024

Address: 580 SE Craven Road, Bend, OR 97702

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## I. Project Feasibility and Readiness

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Please provide the following information regarding project feasibility and readiness:

### I.1. Describe your organization's administrative capacity to complete the project, including experience in implementing and managing activities similar to the proposed project. If capacity is achieved through partnerships with or utilization of other organizations or agencies, describe the nature and status of these partnerships.

The project at Woodhaven Estates is already under construction, utilizing the capacity of its partner LLCs managed by Larry Kine and Amy Warren.

Larry Kine is the head of development for the partnership. Kine has worked in real estate & development since 1995. He has managed, or been a member of, several LLCs focused on land development and construction in Oregon, Washington, Idaho, Montana and California. Combined, those LLC's have developed more than 5,500 lots and more than 3,550,000 sq.ft. of residential construction and over 220 homes in Oregon, many of which were affordable to missing-middle buyers. Additionally, Larry has secured land options to build a total of 424 affordable homes in Central Oregon for Thistle & Nest.

Warren has been in the construction industry for 21 years and currently owns her own construction and development company. Her degree in Energy Systems Engineering lends her to the energy efficiency portion of design and building in this project. She is the founder of Kor Community Land Trust (now Rooted Homes), a Bend-based grassroots nonprofit that addresses the need for perpetually affordable, zero-energy, owner-occupied housing. In her eight years with Kor, and under her leadership as executive director, she secured funding to purchase land and develop 10 deed-restricted, net-zero energy homes, as well as managed the land development, building, and homeownership services. She also secured the deal for Kor's current Poplar development and had been engaging Deschutes County about procuring the Simpson property two years prior to the RFP. Since leaving Kor, she has secured \$25M in LIFT funding for 160 homes in Central Oregon for Thistle & Nest. Her vertical development company, Hive Development (a certified WBE), is the builder for Thistle & Nest's homes in this project.

### I.2. Describe the extent of neighborhood and/or community support for the project. Attach letters of support or other evidence of neighborhood/community support.

The local neighborhood and community have been supportive of this project. The housing development is an improvement and a benefit to the neighborhood as well as to the community at large.

#### Attach Letters of Support



**Evidence of Neighborhood/Community Support \*Required**

LCA MOU .pdf

NI\_TN MOU\_2023 signed.pdf

### I.3. Describe your organization's readiness to proceed with the project. For example, if the purchase of property is involved, is the property currently available for purchase? Is staff currently available to work on the project, or is the organization ready to proceed with hiring staff?

Printed By: Mellissa Kamanya on 11/22/2023

20 of 24

This project is fully funded, and construction is already underway. The project is currently being overseen by Thistle & Nest's volunteer board of directors and executed by subcontractors. Thistle & Nest will hire homeownership program management in January, 2-3 months prior to the first home sales.

**I.4. Describe any land use processes (such as a zone change or a conditional use permit) the project will require and what steps, if any, have been taken to address these issues.**

No land use processes are prohibitive of this development. The development is in alignment with the RM (multifamily) zoning. The project properties already have land use approval and approved building permits.

**I.5. For CDBG applicants, describe your organization's familiarity with meeting the federal requirements listed in the [City of Bend Affordable Housing Development Rules and Requirements](#), and/or the organizations plan for ensuring that these requirements are satisfied.**

**I.6. For CDBG applicants, will the full amount of the funds be spent by June 30, 2025? Select one option from the dropdown menu.**

N/A (select this option if applying for AHF only).

## J. Required Documents

Completed by info@thistleandnest.org on 11/18/2023 7:48 AM

**Case Id:** 30230

**Name:** Thistle & Nest DPA - 2024

**Address:** 580 SE Craven Road, Bend, OR 97702

---

## J. Required Documents

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Please provide the following information.

Please download, complete, and upload the document (s) below:

- [504 Self-Evaluation Checklist](#)

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## Documentation

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**504 Self-Evaluation Checklist**

Self-Certification-2023.pdf

**Affirmatively Furthering Fair Housing Statement and Marketing Plan**

Fair Housing Policies.pdf

**Proof of Non-Profit or Governmental Status**

Thistle-Nest IRS Tax Exempt Approval 92-4694655.pdf

**Status of Oregon Business Registry Printout**

Thistle-Nest Articles of Incorporation.pdf

**Unique Entity Identifier (UEI) Number**

UEI confirmation email.pdf

 **Map of Project Location**

Woodhaven Estates\_TaxMap.pdf

 **Equity and Inclusion Policy**

DEI Policy.pdf

## Submit

Completed by info@thistleandnest.org on 11/18/2023 7:50 AM

**Case Id:** 30230

**Name:** Thistle & Nest DPA - 2024

**Address:** 580 SE Craven Road, Bend, OR 97702

---

## Submit

---

Once an application is submitted, it can only be "Re-opened" by an Administrator. Also note: please check your Spam email folder if you have not received any emails from Neighborly.

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining funding under the City's Affordable Housing Development Program.

I understand that U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies...or makes any false, fictitious or fraudulent statements or representation, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

I certify that the application information provided is true and complete to the best of my/our knowledge.

I agree to provide any documentation needed to assist in determining eligibility and are aware that all information and documents provided, except as exempted pursuant to law, are a matter of public record.

I further grant permission and authorize any bank, employer, or other public or private organization to disclose information deemed necessary to complete this application.

### Authorized Signature

Amy Warren

*Electronically signed by info@thistleandnest.org on 11/18/2023 7:50 AM*



THIS MAP WAS PREPARED FOR  
ASSESSMENT PURPOSE ONLY

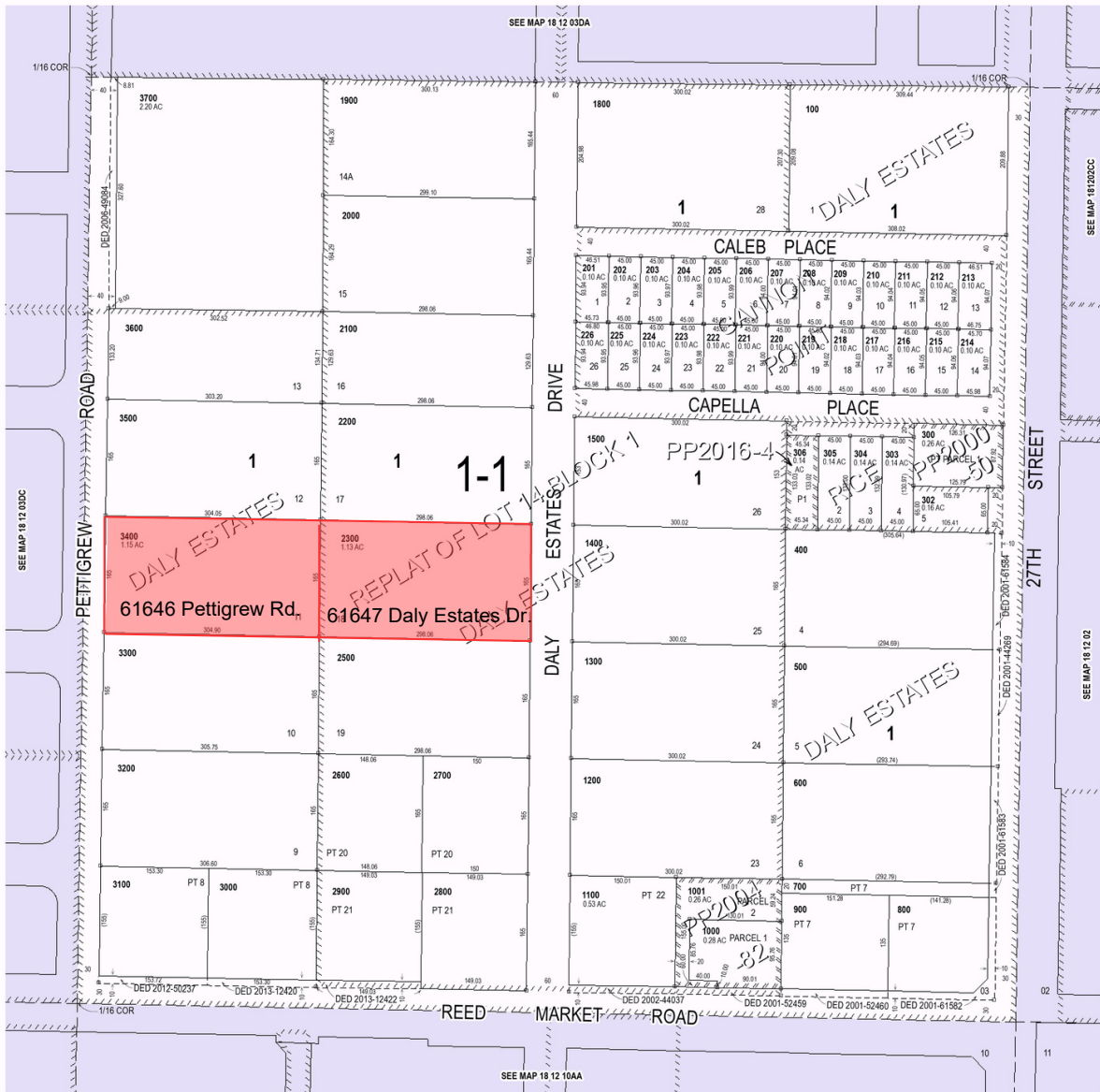
S.E. 1/4 S.E. 1/4 SEC. 3 T.18S. R.12E. W.M.  
DESCHUTES COUNTY

18 12 03DD

1/23/2020

1" = 100'

Cancelled Nos.  
200  
301  
1600  
1700  
2400  
3401



18 12 03DD

<b>Woodhaven Estates Phase 1 &amp; 2</b>	
<b>PROJECT SOURCES</b>	
<i>State LIFT funds loan</i>	\$ 3,560,000
<i>Supplemental LIFT grant</i>	\$ 495,000
<i>Solar funding</i>	\$ 540,000
<i>System development charge exemption</i>	\$ 493,860
<i>Construction Loan</i>	\$ 4,000,000
<b>TOTAL PROJECT SOURCES</b>	<b>\$ 9,088,860</b>
<b>PROJECT USES</b>	
<b>Land</b>	<b>\$ 3,769,486</b>
<b>Building</b>	<b>\$ 7,719,086</b>
<i>Building permits</i>	\$ 124,234
<i>System development charges</i>	\$ 579,123
<i>Plan design &amp; engineering</i>	\$ 30,000
<i>Building hard costs</i>	\$ 5,578,895
<i>Solar</i>	\$ 540,000
<i>Building contingency (5%)</i>	\$ 305,945
<i>GC fee</i>	\$ 560,889
<b>Project Administration</b>	<b>\$ 756,056</b>
<i>Appraisals</i>	\$ 4,400
<i>LIFT Charges</i>	\$ 72,400
<i>Phase I reports</i>	\$ 3,551
<i>Construction loan fee &amp; monthly inspections</i>	\$ 60,000
<i>Project management</i>	\$ 110,000
<i>Legal</i>	\$ 30,000
<i>Project marketing</i>	\$ 15,000
<i>Bond, insurance</i>	\$ 57,513
<i>Property taxes</i>	\$ 9,474
<i>Course of construction insurance</i>	\$ 26,053
<i>GL insurance</i>	\$ 26,842
<i>Program subcontracted expenses</i>	\$ 7,895
<i>Overhead</i>	\$ 17,895
<i>Escalation</i>	\$ 300,000
<i>Soft contingency (5%)</i>	\$ 15,034
<b>TOTAL PROJECT USES</b>	<b>\$ 12,244,628</b>

<b>HOME SALES</b>	\$ 7,500,000
<b>Downpayment assistance</b>	\$ 750,000
<b>SUBTOTAL REVENUE</b>	<b>\$ 8,250,000</b>
<b>Sales Expenses</b>	<b>\$ (383,000)</b>
<i>Realtor fee</i>	\$ (180,000)
<i>Closing costs</i>	\$ (128,000)
<i>Stewardship fee</i>	\$ (75,000)
<b>Loans</b>	<b>\$ (4,120,000)</b>
<i>Interest</i>	\$ (120,000)
<i>Loan repayment</i>	\$ (4,000,000)
<b>DEVELOPER FEE</b>	<b>\$ 591,232</b>

Phase 1 LIFT funds/home \$ 115,000
---------------------------------------

Phase 2 LIFT funds/home \$ 170,000
---------------------------------------

<u>WCH homes</u>
19
<u>Square feet (s.f.)/home</u>
1030
<u>Square feet (s.f.)/garage</u>
312
<u>Total s.f.</u>
25,498
<u>Cost (\$/s.f.)</u>
204

<u>WCH2 homes</u>
11
<u>Square feet (s.f.)/home</u>
1030
<u>Square feet (s.f.)/garage</u>
312
<u>Total s.f.</u>
14,762
<u>Cost (\$/s.f.)</u>
204

Estimated mortgage/home \$ 250,000
---------------------------------------

Estimated mortgage/home \$ 250,000
---------------------------------------

Total uses/home \$ 408,154
-------------------------------

Developer fee % of project 4.83%
-------------------------------------

<b>Woodhaven Estates Phase 1 &amp; 2</b>	
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\$ 170,000

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Square feet (s.f.)/home  
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Total s.f.  
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Estimated mortgage/home  
\$ 250,000

Estimated mortgage/home  
\$ 250,000

Total uses/home  
\$ 408,154

Developer fee % of project  
4.83%



**OREGON HOUSING** *and*  
**COMMUNITY SERVICES**

725 SUMMER STREET NE, SUITE B | SALEM, OR 97301  
503-986-2000 | [www.oregon.gov/OHCS](http://www.oregon.gov/OHCS)

April 4, 2023

Woodhaven Community Housing LLC  
Attn: Amy Warren  
210 NW Franklin Ave, Suite 401  
Bend, OR 97303

**Re: LIFT Homeownership Reservation Letter Amendment  
Woodhaven Community Housing, Project #2973**

Dear Amy:

This letter is to amend the 2022-3 LIFT Homeownership Reservation Letter dated August 17, 2022, for the project known as **Woodhaven Community Housing**.

The Reservation Letter is hereby amended to remove Woodhaven Community Housing LLC as the Recipient/Borrower, and add Thistle & Nest, an Oregon non-profit public benefit corporation, as the Recipient/Borrower on this project.

As a condition of this Amendment, Woodhaven Community Housing LLC will transfer ownership of the land to Thistle & Nest prior to or at the time of the LIFT loan closing.

All other terms and conditions of the Reservation Letter will remain in place.

Sincerely,

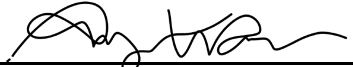
Susie Sandstrom  
Development Officer, LIFT Homeownership  
Oregon Housing and Community Services



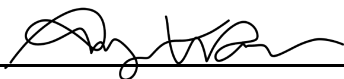
Reservation Letter Amendment, Woodhaven Community Housing, Project 2973,  
Signature page

---

This Amendment is agreed to and accepted by Amy Warren of Woodhaven Community Housing LLC on April 4th, 2023.

 04/04/2023  
\_\_\_\_\_  
SIGNATURE, DATE

This Amendment is agreed to and accepted by Amy Warren of Thistle & Nest, on April 4th, 2023.

 04/04/2023  
\_\_\_\_\_  
SIGNATURE, DATE





October 10, 2023

Amy Warren  
Thistle & Nest  
210 NW Franklin Ave., Suite 401  
Bend, OR 97303

Amy:

The State of Oregon, acting by and through its Housing and Community Services Department (“OHCS”), hereby amends the Reservation Letter dated August 17, 2022, and reserves the Notice of Fund Availability (NOFA) source for **Woodhaven Community Housing** (the “Project”), as follows:

Project Name	Project City	OHCS Project Number
<b>WOODHAVEN COMMUNITY HOUSING</b>	<b>BEND</b>	<b>2973</b>

Amount	Funding Program	Grant/Loan
Up to 2,185,000	LIFT	Loan

**Recipient Entity:**

The “Recipient Entity” (Recipient), for the purposes of this Funding Reservation, is the entity to which, upon satisfaction of all associated conditions of this reservation, the funds identified in this letter will be issued and is further, the entity responsible for assuring that all conditions of this funding reservation will be satisfied.

**Conditions:**

**This letter does not constitute a commitment of funds. Any such commitment is conditioned on satisfactory completion (as determined by OHCS) of all the Conditions of Funding Reservation identified in this letter.**

- a. The Recipient acknowledges that OHCS may re-evaluate and may rescind this funding reservation for failing to reach construction closing within 180 days of the date of this letter or the occurrence of a material change (as material change is defined or otherwise determined by OHCS) that may cause the project to fall out of conformance with funding eligibility guidelines.

---

b. The Recipient acknowledges that this funding reservation is conditioned upon satisfactory completion (as determined by OHCS) of all the requirements stipulated within Attachment A, Underwriting Conditions Specific to Project & Reservation and Conditions Letter Checklist.

c. The Recipient (and their consultant if applicable) acknowledge that prompt, timely, and accurate attention to, and completion of, the tasks associated with the Reservation and Conditions Letter is itself a condition of this agreement.

All questions, comments, documents, and correspondence regarding the conditions of reservation are to be directed to your assigned Development Officer via their email address below. The formatting and content of all materials submitted to OHCS must be deemed satisfactory by OHCS.

**ATTENTION:**

**To accept this funding reservation, this original Reservation and Conditions Letter must be signed on page 3 and must be returned to OHCS within 15 calendar days of the date of this letter. Not meeting this task within the stated timeframe will be regarded by OHCS as formal declination of this offer of funding reservation. The signed letter must be received by OHCS in this original hardcopy form; electronic transmittal does not satisfy this requirement. Send your accepted offer of reservation to the address given in the letterhead of this letter and to the attention of the OHCS Development Officer assigned to your project. The Development Officer assigned to your project is indicated below.**

As your Homeownership Development Officer and on behalf of OHCS, congratulations on achieving reservation status for the designated funds. I look forward to working with you in maintaining your funding eligibility as you progress toward the successful completion of Woodhaven Community Housing

Best Regards,




Susie Sandstrom  
Homeownership Development Officer  
Oregon Housing and Community Services  
Susie.Sandstrom@HCS.Oregon.gov  
503-508-4143

---

**Acceptance of the Funding Reservation and Associated Conditions:**

On behalf of the Recipient Entity and having legal authority to bind said entity to the terms and conditions associated with this Reservation and Conditions Letter, my signature below signifies that the Recipient has read, understands, and accepts all of the terms and conditions set forth in this letter and its associated attachments.

**By: Thistle & Nest**

<b>X</b> 	Amy Warren	10/10/2023
Signature of Authorized Signer	Printed Name	Date

<b>X</b>		
Signature of Board Chair or CEO (If different than Recipient Entity Authorized Signer above)	Printed Name	Date





May 22, 2023

Amy Warren  
Thistle & Nest  
580 SE Craven Rd.  
Bend, OR 97702

Amy:

The State of Oregon, acting by and through its Housing and Community Services Department (“OHCS”), hereby reserves the Notice of Fund Availability (NOFA) source for **Woodhaven Community Housing 2** (the “Project”), as follows:

Project Name	Project City	OHCS Project Number
<b>WOODHAVEN COMMUNITY HOUSING 2</b>	<b>BEND</b>	<b>3264</b>

Amount	Funding Program	Grant/Loan
Up to 6,125,000	LIFT	Loan
Up to 2,205,000	LIFT Supplemental	Grant

**Recipient Entity:**

The “Recipient Entity” (Recipient), for the purposes of this Funding Reservation, is the entity to which, upon satisfaction of all associated conditions of this reservation, the funds identified in this letter will be issued and is further, the entity responsible for assuring that all conditions of this funding reservation will be satisfied.

**Conditions:**

**This letter does not constitute a commitment of funds. Any such commitment is conditioned on satisfactory completion (as determined by OHCS) of all the Conditions of Funding Reservation identified in this letter.**

- a. The Recipient acknowledges that OHCS may re-evaluate and may rescind this funding reservation for failing to reach construction closing within 180 days of the date of this letter or the occurrence of a material change (as material change is defined or otherwise determined by OHCS) that may cause the project to fall out of conformance with funding eligibility guidelines.
- b. The Recipient acknowledges that this funding reservation is conditioned upon satisfactory completion (as determined by OHCS) of all the requirements stipulated within Attachment A, Underwriting Conditions Specific to Project & Reservation and Conditions Letter Checklist.
- c. The Recipient (and their consultant if applicable) acknowledge that prompt, timely, and accurate attention to, and completion of, the tasks associated with the Reservation and Conditions Letter is itself a condition of this agreement.

---

All questions, comments, documents, and correspondence regarding the conditions of reservation are to be directed to your assigned Development Officer via their email address below. The formatting and content of all materials submitted to OHCS must be deemed satisfactory by OHCS.

**ATTENTION:**

**To accept this funding reservation, this original Reservation and Conditions Letter must be signed on page 3 and must be returned to OHCS within 15 calendar days of the date of this letter. Not meeting this task within the stated timeframe will be regarded by OHCS as formal declination of this offer of funding reservation. The signed letter must be received by OHCS in this original hardcopy form; electronic transmittal does not satisfy this requirement. Send your accepted offer of reservation to the address given in the letterhead of this letter and to the attention of the OHCS Development Officer assigned to your project. The Development Officer assigned to your project is indicated below.**

As your Homeownership Development Officer and on behalf of OHCS, congratulations on achieving reservation status for the designated funds. I look forward to working with you in maintaining your funding eligibility as you progress toward the successful completion of Woodhaven Community Housing 2.

Best Regards,




Susie Sandstrom  
Homeownership Development Officer  
Oregon Housing and Community Services  
Susie.Sandstrom@HCS.Oregon.gov  
503-508-4143

---

**Acceptance of the Funding Reservation and Associated Conditions:**

On behalf of the Recipient Entity and having legal authority to bind said entity to the terms and conditions associated with this Reservation and Conditions Letter, my signature below signifies that the Recipient has read, understands, and accepts all of the terms and conditions set forth in this letter and its associated attachments.

**By: THISTLE & NEST**

<b>X</b>		Amy Warren	5/22/2023
	<hr/>	<hr/>	<hr/>
	<b>Signature of <u>Recipient Entity</u> Authorized Signer</b>	<b>Printed Name</b>	<b>Date</b>

<b>X</b>			
	<hr/>	<hr/>	<hr/>
	<b>Signature of <u>Owner Entity</u> Board Chair or CEO</b> (If different than Recipient Entity Authorized Signer above)	<b>Printed Name</b>	<b>Date</b>

# **KK Kine & Kine Properties**

## **401K Trust Funds**

---

250 NW Franklin Ave, Ste 401, Bend, OR 97703 - Phone 541-617-1999 - Fax: 541-383-1525

October 9, 2023

Thistle & Nest  
Attn: Amy Warren  
Bend, OR

RE: Woodhaven 49 units

Ms. Warren and Whom it may concern,

Kine and Kine Properties 401K Trust Funds is happy to provide a commitment for funding the land purchase and construction for the affordable housing project at the above reference address, up to the amount of \$7,000,000 at an interest rate of prime plus 2.5%.

Items required prior to the funding of the project include:

1. An acceptable land use approval from the City of Prineville.
2. An award confirmation for State LIFT Funding.
3. An acceptable appraisal confirming the highest and best use land value.
4. A confirmation from the borrower providing a first position deed of trust to secure the loan.

If you have any questions, feel free to contact me.

Best regards,

 trustee  
Larry D. Kine, Trustee  
Kine & Kine Properties  
401K Trust Funds

## Memorandum of Understanding

Between

Thistle & Nest (TN)

and

The Latino Community Association (LCA)

This Memorandum of Understanding (MOU) made on August 30th, 2023 sets forth the terms and understanding between Thistle & Nest (TN) and the Latino Community Association (LCA) to create equity in homeownership opportunities.

### Background

The Central Oregon tri-counties - Deschutes, Crook, and Jefferson - have a Latinx population of 8.8%, 7.7%, and 21%, respectively. The career, educational, recreational, and enrichment opportunities offered in Bend have been historically restricted, or altogether out of reach of many of our Latinx families due to a variety of factors including the high cost of housing. TN and LCA have recognized this inequity and will take steps together to address the challenge.

### Purpose

This MOU will increase equity in homeownership opportunities in Central Oregon for the Latinx community. LCA will act as a conduit between TN and the Latinx community. The following goals will be accomplished by undertaking the following activities:

- LCA will provide fee-based translation services to TN, when available
- LCA will provide fee-based interpretation services for TN outreach events in the Latino community, when available
- LCA will keep TN abreast of outreach opportunities to the Latino community in Central Oregon
- LCA will provide print materials about TN's homeownership project at their offices for interested clients
- LCA will periodically co-host housing information sessions for interested buyers when homes are available

### Funding

This MOU is not a commitment of funds.

### Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from TN and the LCA. This MOU shall become effective upon signature by the authorized officials and will remain in effect until December 31, 2026, unless modified or terminated by any one of the partners by mutual consent before this date.

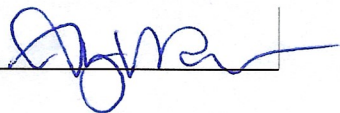
### Contact Information

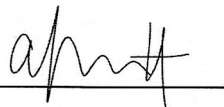
#### Thistle & Nest

Amy Warren  
Board President  
210 NW Franklin Ave., Ste. 401  
Bend, OR 97701  
(541) 330-8758  
info@thistleandnest.org

#### Latino Community Association

Daniel Altamirano Hernández  
Interim Executive Director  
2680 NE Twin Knolls Dr., Ste. 110  
Bend, OR 97702  
(541) 788-3375  
daniel@latinocommunityassociation.org

X 

X 

# **Memorandum of Understanding between NeighborImpact and Thistle & Nest**

Related to Homeownership Counseling/Training and Financial Education, and Income Verification for Thistle & Nest Clients.

This Memorandum of Understanding (“MOU”) reflects the intentions of the roles and responsibilities of the partners, Thistle & Nest (TN) and NeighborImpact (NI), to cooperate in the education provided by NI to TN participants. NI is the HUD approved housing counseling agency for Crook, Deschutes and Jefferson counties and the Confederate Tribes of Warm Springs. TN is a local nonprofit homeownership provider that uses the deed-restricted land trust model for the purpose of affordable housing. This MOU states the general terms, and said terms and conditions set forth herein are not binding on any party and do not constitute an offer or obligation to undertake any of the transactions described herein. In no event will any person become bound or obligated in any way with respect to the matters set forth herein unless and until a definitive agreement addressing such matters is fully executed. The parties execute this Memorandum to evidence their intentions to proceed in good faith to carry out the actions described in this MOU.

## **1. Scope**

The scope of this MOU is limited to NI delivery of HUD approved homeownership counseling and financial education for TN clients and providing income verification for approved buyers. The parties agree that TN will not compensate NI for the education services provided, and that TN clients participating in NI education services will be subject to NI’s program service fees and charges, as applicable. The fee for income verification services will be determined on a project specific basis.

## **2. Vision**

The goal of TN is to provide homeownership opportunities for those who contribute to the Central Oregon economy and community – primarily our local workforce. Their mission is to provide services, support, purchase opportunities, and stewardship for buyers of affordable owner-occupied housing. The mission of NI is “Supporting people, strengthening communities.” One method of accomplishing these driving goals is through partnerships. In this collaboration, NI will provide the required HUD approved homeownership educational component to TN client participants along with support of TN through income verification. This MOU is intended to identify and clarify the intent and actions of each party and provide substantial support to the TN program, and validity of this partnership.

## **3. Actions of TN**

Relating to the management of its program and participants, TN will:

- Recruit and identify potential participants
- Educate potential participants about the workings of the program
- Refer participants to the Home Buying Workshop (in-person or virtual) or “Frameworks” (online, self-pace) 8-hour home buying class at NI
- Refer participants to the 8-hour financial education workshops at NI
- Refer participants to pre-purchase counseling
- Provide NI with a Release of Information for participant

#### **4. Actions of NeighborImpact**

Relating to the HUD approved homeownership counseling training and financial Education NI shall:

- Provide and teach the Home Buying Workshop (in-person or virtual) or “Framework” (online, self-pace) 8-hour home buying class by staff or qualified organization volunteer. Fee payable by the participant at the published rate.
- Provide and teach the 8-hour Financial Education workshops by staff or a qualified organization volunteer. Fee payable by the participant at the published rate.
- Provide class attendees with a certificate of completion upon conclusion of the classes
- Provide pre-purchase counseling session to TN clients - Session will include credit report review, budget review, developing an action plan and all the pre-purchase counseling elements as defined by HUD Homeowner services requirements. Credit report fee will be payable by client at publish rate.
- Provide TN with a Release of Information for participant, if pertinent
- Provide project specific income verification services according to project specific addendum and a fee for service stipulated in the addendum.

#### **5. Communications**

Parties agree to recognize and acknowledge the contributions of each partner toward the success of the programs and clients. Parties will acknowledge the partnership within media releases, public communication, and other related outreach activities. All communications between TN and NI regarding implementation of this MOU shall be through the individuals indicated below. All external public communications relating to this partnership and the services provided by NI under this MOU shall be issued jointly by TN and NI following appropriate consultation and agreement as to the content and timing.

#### **6. Modifications**

At any time while this MOU is in effect, any party may request modifications. All parties must ratify any modification, and all provisions, not explicitly modified, will remain in effect.

#### **7. Timeframe**

This MOU is in effect for two years from the date that it is signed.

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**Thistle & Nest**

By \_\_\_\_\_

Name: Amy Warren

Title: Board President

Date:

**NeighborImpact**

By \_\_\_\_\_

Name: Scott Cooper

Title: Executive Director

Date: 09/12/2023